

TENDER DOCUMENTS

Tender Notice # Skt/Prtg/07/2025 (Tender Closing Time= June 20, 2025 at 11:00 Hrs , Bids Opening June 20, 2025 at 11:45 Hrs)

Sealed financial bids as per Single Stage Single Envelope procedure are invited from reputable Printers registered & Active Status with Sales Tax department, having own offices and phone /fax numbers (if found contrary the quotation will be rejected) for the supply of different Printing Materials, detail of which is given in following.

Bidder Proprietor / Representative	NTN # CNIC # Sales Tax Registration #	NTN Status Active / Inactive GST Status Active / Inactive
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Sr. #	Description	Specifications	Unit	Qty	Bidder Rate inclusive GST per Item	Bidder Rate inclusive GST for Total Quantity	Bidders Remarks
1	Attendance Sheets	80-Gm Imported, Green Color, 01-Side Laminated, Size (17"*13")	Pad	15			
2	Envelope 11*5	80-Gm Local, 100-Envelope = 01-Pkt, White Color	Nos	3000			
3	Envelope 9*4	68-Gm Local, 100-Envelope = 01-Pkt, (Khaki Color)	Nos	4000			
4	Envelope A-4	80-Gm Local, White Color 100-Envelope = 01-Pkt	Nos	3000			
5	Envelope 13*16	Craft Paper Imported, Size 13*16 inch	Nos	1500			
6	File Covers (Green, Blue & White Color)	Bleach card, 300 gm, Steel / Plastic Clip, 4-Crease cover with tape (Size 12"*14")	Nos	4000			
7	Leave Application Form	70-Gm Imported / VRG Paper (A4)	Pad	5			
8	Letter Head	80-Gm Imported / VRG Paper A-4 (white)	Pad	10			
9	Letter Head Copy	70-Gm Imported / VRG A-4 (White)	Pad	10			
10	Photocopy Slip	68-Gm Local (6"*3.5")	Pad	20			
11	Requisition Slip	70-Gm Imported / VRG Paper (A4)	Pad	10			
12	Medical Reimbursement Form	70-Gm Imported / VRG Paper (Legal)	Pad	5			
13	Cash Collection Register	70-Gm Imported / VRG White, (A-4) 250-Pages = 01-Register	Register	4			
14	Acceptance Letter	70-Gm Imported / VRG Paper (A4)	Pad	40			
15	Amendment Letter	70-Gm Imported / VRG Paper (9.5"*7") Double Side printing	Pad	50			

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Bidder
Proprietor
/ Representative

NTN # CNIC #

Sales Tax

Registration #

NTN Status Active /

Inactive

GST Status Active /

Inactive

Sr. #	Description	Specifications	Unit	Qty	Bidder Rate inclusive GST per Item	Bidder Rate inclusive GST for Total Quantity	Bidders Remarks
16	Brief Sheets	70-Grm Imported / VRG Paper, A-4, 2-Leaves Double Side Printing	Nos These forms binded together by top side	8000			
	Deposit Slip	80-Grm local paper (Size = 7"*8.5")					
	Medical Proposal Form	70-Grm Imported / VRG Paper, 4-Leaves, Double Side Printing along Sr No					
	KYC Form Annex A	70 gm Imported / VRG Paper Legal Size, Double Side Printing					
	Risk Profile Sheet	70-Grm Imported / VRG Paper, A4 Size					
17	Brief Sheets	70-Grm Imported / VRG Paper, A-4, 2-Leaves Double Side Printing	Nos These forms binded together by top side	25000			
	Deposit Slip	80-Grm local paper (Size = 7"*8.5")					
	Non Medical Proposal	70-Grm Imported / VRG Paper, 3-Leaves, Double Side Printing along Sr no					
	KYC Form Annex A	70 gm Imported / VRG Paper Legal Size, Double Side Printing					
	Risk Profile Sheet	70-Grm Imported / VRG Paper, A4 Size					
18	Currency Declaration	70-Gm, Imported / VRG Paper A5 Size	Pad	50			
19	DGH	70-Gm VRG / Imported Paper (legal Size)	Pad	100			
20	NDS	70-Gm Local (7"*5")	Pad	50			
21	W-9 Form	70-Grm Imported / VRG Paper (Legal Size)	Pad	50			
22	KYC Form Annex B	70 gm Imported / VRG Paper Legal Size, Double Side Printing	Pad	30			
23	SM/AM/SH Confidential Report	70 gm imported / VRG Paper Legal Size, Double Side Printing	Pad	150			
24	Zonal Head Confidential Report	70 gm imported / VRG Paper Legal Size, Double Side Printing	Pad	25			
26	CRS Form	70-gm imported / VRG Paper Legal Size, Double Side Printing	Pad	50			

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27	Swissre Financial Questionnaire	70 gm Imported / VRG Paper Legal Size, Double Side Printing	Pad	10			
28	Policy File Covers	300 Gm Bleach Card Printed, Top Side Clip Steel / Plastic, 04-Crease covered with tape 100-Files = 01-Pkt (size 15*10 inch)	Nos	15000			
29	Application Revival (M)	70-gm Imported / VRG Paper Double A4 (two side printing)	Pad	60			
30	Application Revival (NM)	70 Grm imported / VRG paper Double A4 (two side printing)	Pad	300			
31	Indent Card	250-grm ivory card (Legal size) Double side printing	Nos	5000			
32	Loan Instructions Form	70-Gm, Imported / VRG Paper A4 Size	Pad These forms binded together by top side	50			
	Loan Application / Schedule Form	70 Gm imported / VRG paper (A4), Double side printing)					
33	Policy Surrender Instructions	68-Grm Local (A4)	Pad These forms binded together by top side	50			
	Policy Surrender Proforma	68-Grm Local (A4)					
	Policy Surrender Application	68-Grm Local (A4)					
34	Employer Certificate	68-Grm Local A4 Size	Pad These forms binded together by top side	20			
	Medical Attendance Form B	68-Gm Local Legal					
	Sand -e- Shanakhat	68-Gm Local A4					
	Daway Dar ka Byan	68-Grm local (A4)					
35	Imprest Voucher Area Managers	68-Gm Local, 4-Color Printing on Paper	Pad	50			
36	Policy Maturity Instructions	68-Gm Local A4	Pad	20			
	Good News Letter	70-Gm, Imported / VRG Paper A4 Size					
37	Audit Observation Memo	68-Gm Local A4	Pad	10			
38	Audit Dak Register	70-Gm imported / VRG Paper , Legal 250-Pages = 01-Register	Register	10			

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Proprietor			Inactive
/ Representative	Sales Tax	Registration #	GST Status Active /
			Inactive

Sr. #	Description	Specifications	Unit	Qty	Bidder Rate inclusive GST per Item	Bidder Rate inclusive GST for Total Quantity	Bidders Remarks
39	Appointment letter as SR	70 gm imported / VRG, A4	Nos These forms binded together by top side	5000			
	Application SM/SO/SR	70-Gm imported / VRG, Legal					
	Annual Statement Declaration	70-Gm imported / VRG, Legal					
	Application Renewal Registration	70-Gm imported / VRG, Legal					
	Authority Letter	70 gm imported / VRG, A4					
	Declaration by Introducer	70-Gm imported / VRG, Legal					
	Declaration Purpose Rule 12	70-Gm imported / VRG, Legal					
	Nomination Form	70 gm imported / VRG , A4, 1-Color Printing					
	Ruhjanati Swalnama	70 gm imported / VRG, A4					
	Marks Sheet Ruhjanati Swalnama	70 gm imported / VRG, A4					
	Registration SR/SO/SM	70-Gm imported / VRG, Legal					
	Sector Head Recommendations for	70 gm imported / VRG, A4					

Bid Security for Rs. 50000/- in form of Call Deposit Receipt / Demand Draft / Pay Order

Issued by Bank	in Favor of	CDR /PO/DD # & Issue Date	Amount	Remarks

Bidder Signature& Seal with complete address & active phone numbers

ZPC Members opened Sealed Quotation on _____ at _____ in office of _____

Conditions - Tender Notice # Skt/Prtg/07/2025

- Bidders shall deliver bid security before tender closing time to undersigned office, in original form of a Pay Order / Bank Draft for Rs. 50000/- (Fifty Thousand only) in favor of State Life Insurance Corporation of Pakistan which will be returned immediately after tender evaluation to successful bidders upon submission of Performance Security i.e. 5% of bidder tender qualified value and also to unsuccessful bidders. Performance Security shall be released upon satisfactory completion of whole job / procurement
- The bid security envelope should be marked subject referred tender number
- No Bid will be accepted without earnest money & other than EPAD Platform, prescribed Bidding Document are available on PPRA, EPADS, State Life website
- Bids will be opened / downloaded from EPADS w/r to prescribed bidding document in the office of Incharge HR & Admin Department of SLIC, Micro Plaza, Paris Road, Sialkot Zone on the date and time as specified above as per PPRA rule / EPADS

- 5 **Bidder must submit sample of paper / card specimens which shall be examined on bids opening date, Irrelevant or low quality sample w/r to prescribed specification shall not be considered**
- 6 The Most Advantageous Bidder for each item shall be considered item wise
- 7 The rate validity of tender will be 31-12-2025 from the date of opening the tender.
- 8 **Delivery Schedule = Successful Bidder shall supply the Printing Material to Stationery Store located at Zonal Office Building 3rd Floor within 15-Days upon issuance / receipt of Supply Order**
- 9 01-Pad Contains 100-leaves
- 10 Financial evaluation bid shall be free from all types of errors e.g. computational, arithmetical & cutting / overwriting etc, overwritten, cutting offered rates shall not be considered
- 11 Supply should be according to tender specifications. Any defective delivery / Material will be taken back by supplier at his own risk & cost.
- 12 Procurement Committee reserves the right to decrease / increase the quantity for Supply as per requirement or may be float the schedule for items delivery as per availability of place for stock
- 13 Income Tax & General Sales Tax as per government rule will be deducted at the source from the payment.
- 14 Quotation is acceptable for this tender through EPADS only, other than EPADS platform, quotation shall not be entertained
- Competent Authority reserves the right to reject all bids or proposals at any time prior to acceptance of a bid or proposal. However
- 15 State Life on request shall communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejections of all bids or proposals.

(Secretary)

Zonal Procurement Committee,
State Life Insurance Corporation,
Micro Plaza, Paris Road, Sialkot Zone.
052-9250104